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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION

OUTLINE OF FUNCTIONS OF  
UNITED STATES  
DEPARTMENT OF AGRICULTURE  
1928

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## ORGANIZATION OF THE UNITED STATES DEPARTMENT OF AGRICULTURE

November 10, 1928

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<i>Secretary of Agriculture</i> -----	W. M. JARDINE.
<i>Assistant Secretary</i> -----	R. W. DUNLAP.
<i>Director of Scientific Work</i> -----	A. F. WOODS.
<i>Director of Regulatory Work</i> -----	WALTER G. CAMPBELL.
<i>Director of Extension</i> -----	C. W. WARBURTON.
<i>Director of Personnel and Business Adminis- tration</i> -----	W. W. STOCKBERGER.
<i>Director of Information</i> -----	NELSON ANTRIM CRAWFORD.
<i>Solicitor</i> -----	R. W. WILLIAMS.
<i>Weather Bureau</i> -----	CHARLES F. MARVIN, <i>Chief</i> .
<i>Bureau of Animal Industry</i> -----	JOHN R. MOHLER, <i>Chief</i> .
<i>Bureau of Dairy Industry</i> -----	O. E. REED, <i>Chief</i> .
<i>Bureau of Plant Industry</i> -----	WILLIAM A. TAYLOR, <i>Chief</i> .
<i>Forest Service</i> -----	R. Y. STUART, <i>Chief</i> .
<i>Bureau of Chemistry and Soils</i> -----	H. G. KNIGHT, <i>Chief</i> .
<i>Bureau of Entomology</i> -----	C. L. MARLATT, <i>Chief</i> .
<i>Bureau of Biological Survey</i> -----	PAUL G. REDINGTON, <i>Chief</i> .
<i>Bureau of Public Roads</i> -----	THOMAS H. MACDONALD, <i>Chief</i> .
<i>Bureau of Agricultural Economics</i> -----	NILS A. OLSEN, <i>Chief</i> .
<i>Bureau of Home Economics</i> -----	LOUISE STANLEY, <i>Chief</i> .
<i>Plant Quarantine and Control Administration</i> -----	C. L. MARLATT, <i>Chief</i> .
<i>Grain Futures Administration</i> -----	J. W. T. DUVEL, <i>Chief</i> .
<i>Food, Drug, and Insecticide Administration</i> -----	WALTER G. CAMPBELL, <i>Director of Regulatory Work, in Charge</i> .
<i>Office of Experiment Stations</i> -----	E. W. ALLEN, <i>Chief</i> .
<i>Office of Cooperative Extension Work</i> -----	C. B. SMITH, <i>Chief</i> .
<i>Library</i> -----	CLARIBEL R. BARNETT, <i>Librarian</i> .

a draft soon unifying agricultural administration. It is a wise policy to keep agriculture strong and to expand its scope and to develop a strong national and international agricultural system. During the war, there was no better opportunity to develop and expand our agricultural resources. This is a great opportunity to develop and expand our agricultural resources.

## OUTLINE OF FUNCTIONS OF UNITED STATES DEPARTMENT OF AGRICULTURE

### OFFICE OF THE SECRETARY

The Secretary of Agriculture is charged with the work of promoting agriculture in its broadest sense. He exercises general supervision and control over the affairs of the department and formulates and establishes the general policies to be pursued by its various branches. The general administrative staff of the department under the "Office of the Secretary" includes, in addition to the Secretary's immediate office, the offices of the Assistant Secretary, the Directors of Scientific, Regulatory, and Extension Work, the Director of Personnel and Business Administration, the Director of Information, and the Solicitor. The Assistant Secretary assists the Secretary in the general supervision of the work of the department and acts for the Secretary in his absence. Each of the five directors, reporting directly to the Secretary, has general supervision over all the work of the department of the type which the title of his position implies. Under the organization of the Office of the Secretary are included, in addition to the general administrative branches mentioned, the Office of Information, Office of Experiment Stations, Extension Service, the Library, and the Office of the Solicitor.

### OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION

This office has general direction and supervision of the personnel and of the business operations of the department as a whole, including the coordination and improvement of such business activities of its various bureaus and offices as personnel administration, organization, budget and fiscal matters, purchases and supplies, traffic, housing, and care of buildings and equipment. This office conducts the business of the department with the Civil Service Commission, the Personnel Classification Board, the Employees' Compensation Commission, the Bureau of Efficiency, the Bureau of the Budget, the General Accounting Office, the retirement division of the Pension Bureau, the various boards operating under authority of the Chief Coordinator, and similar agencies.

### OFFICE OF INFORMATION

The Office of Information supervises the expenditure of the appropriations for printing and binding for the department; conducts all business of the department transacted with the Government Printing Office; has general supervision of all editing, printing, indexing, illustrating, binding, and distribution of publications, and the maintenance of mailing lists; and maintains an addressing, duplicating, and mailing section to serve the various bureaus of the department. This office secures the circulation in popular form of the discoveries and recommendations of the scientists, specialists, and field workers of the department; gives out to the public press agricultural facts taken from publications and official orders, and also from oral statements of specialists, this material being presented in such form as to attract public attention, be easily understandable, and lead to the adoption of methods recommended; and keeps in close touch with correspondents and other writers, providing suggestions and material for articles. It also furnishes daily, through broadcasting from many stations in all parts of the United States, authentic information of practical use to farmers and others concerning the discoveries made by the department and the farm practices recommended by it; answers by radio questions in all fields of agriculture and home economics; and furnishes special information on gardening to boys and girls.

### LIBRARY

The department library, with its branch libraries in the various bureaus, contains approximately 205,000 volumes on agriculture and the related sciences and receives currently 3,300 periodicals.

The dictionary card catalogue of the main library, containing more than a half million cards, is a record of the book resources of the whole department.

It is supplemented by several extensive special indexes which are maintained by the various bureau libraries. These together form the most comprehensive bibliography of agriculture and the related sciences available in the United States. A series of Bibliographical Contributions is issued by the library in mimeographed form, and a separate series of Agricultural Economics Bibliographies is issued by the Bureau of Agricultural Economics library.

#### OFFICE OF EXPERIMENT STATIONS

The Office of Experiment Stations exercises supervision over the operations of the State agricultural experiment stations under Federal appropriations authorized by the Hatch, Adams, and Purnell Acts for research, and affords such advice and assistance as will best promote the efficiency of these activities. It also collects and disseminates information regarding similar institutions throughout the world. The experiment stations of the Department of Agriculture in Alaska, Hawaii, Porto Rico, Guam, and the Virgin Islands are also conducted under the general direction of this office.

#### EXTENSION SERVICE

The Extension Service cooperates with the State agricultural colleges in the conduct of extension work in agriculture and home economics under the Smith-Lever Act, and acts as an agency for coordinating the extension activities of the several bureaus of the department with similar work carried on by the State agricultural colleges. It conducts demonstrations on reclamation projects to assist settlers in making a success of their farm enterprises. It also has charge of the preparation, installation, and display of agricultural exhibits at State, interstate, and international fairs and of the motion-picture activities of the department.

#### WEATHER BUREAU

The Weather Bureau has charge of the forecasting of the weather; the issue and display of weather forecast and storm, cold-wave, frost, and flood warnings; the gauging and reporting of river stages; the collection and transmission of marine intelligence for the benefit of commerce and navigation; the collection and furnishing of meteorological information and forecasts, including upper-air observations, for the benefit of air navigation; the reporting of temperature and rainfall conditions for agricultural interests; and the taking of such meteorological observations as may be necessary to determine and record the climatic conditions of the United States.

#### BUREAU OF ANIMAL INDUSTRY

The Bureau of Animal Industry is primarily concerned with the protection and development of the livestock and meat industries of the United States. It conducts scientific investigations of the causes, prevention, and treatment of diseases of domestic animals; investigates the existence of communicable diseases of such animals, and aids in their control or eradication; and carries on investigations and experiments in animal husbandry and in the feeding and breeding of animals. It also is charged with the administration of the meat inspection act, the animal quarantine acts, the 28-hour law, the diseased animal transportation acts, the virus-serum-toxin act, and the act relating to the supervision of the business in interstate commerce of packers, public stockyard markets, and commission men, traders, and other agencies operating in the public stockyards markets of the United States.

#### BUREAU OF DAIRY INDUSTRY

The Bureau of Dairy Industry conducts investigations of the various problems of dairy production, manufacture, and utilization, and the manufacture and utilization of dairy by-products. New principles and methods developed in the investigational work of the bureau are introduced into the field. The bureau also supervises the inspection of renovated-butter factories.

**BUREAU OF PLANT INDUSTRY**

The activities of the Bureau of Plant Industry are primarily devoted to plant research and related problems. This work includes the study of destructive plant diseases and the establishment of methods of eradication and control; the improvement of crop, ornamental, or other plants by breeding and selection; the introduction of promising seeds and plants from foreign countries; the improvement of methods of plant production; and the utilization of plants of economic value.

Campaigns to control or eradicate certain plant diseases are conducted in cooperation with the authorities of the States concerned. The 13 States interested in spring-wheat production are cooperating to eradicate the common barberry throughout this area as a means of controlling epidemics of black stem rust of wheat. The New England, Great Lakes, and Northwestern States are cooperating in the eradication of the black currant and related plants as a means of controlling or preventing the spread of blister rust of white pine. The Gulf States are cooperating in the eradication of the canker of citrus trees and fruits.

The regulatory activities of the bureau are limited to the enforcement of the Federal seed act.

In addition to the experimental activities of the bureau at the Arlington (Va.) Experiment Farm, which is immediately adjacent to the District of Columbia, the bureau is operating field stations or laboratories in practically all the major cropping regions of the United States and is maintaining direct cooperative experiments with the State agricultural colleges and experiment stations.

**FOREST SERVICE**

The Forest Service administers the national forests; cooperates with States in maintaining organized protection of forest lands against fire and in distributing planting stock to farmers for windbreaks, shelter belts, and farm woodlands; conducts investigations in the entire field of forestry, including industrial research and research in forest economics and taxation; diffuses information relating to the best uses of forests and forest products; and, in short, seeks to promote the application of forestry throughout the country on both public and privately owned lands, together with efficient and economical use of the yield. The national forests contain approximately 159,000,000 acres of Government-owned land and nearly one-fourth of the timber in the United States, besides forage and recreation resources of great public value. The administration of the national forests aims to coordinate and develop to the utmost the use of all their resources in the best public interest. Technical methods of forestry are applied to the growing and harvesting of timber. Livestock grazing is scientifically regulated so as to obtain range conservation along with full use of the annual growth of forage. Sustained and, where possible, increased yields of timber and forage are obtained. Water from the protected watersheds is made available for power, irrigation, and municipal and domestic supply. Provision is made for many other forms of national-forest land use under regulation. Systematic protection is provided against fire and other destructive agencies.

**BUREAU OF CHEMISTRY AND SOILS**

The work of this bureau is organized along three major lines: (1) Chemical and technological research, (2) soil investigations, and (3) fertilizer and fixed-nitrogen investigations.

(1) Under "chemical and technological research" is grouped the work relating to the application of the science of chemistry to the improvement of agriculture, development of processes for the utilization of agricultural products, and biological investigations of foods, including studies of their physiological effects on the human organism; experiments on the utilization, for coloring, medicinal, and technical purposes of raw materials; development of improved processes in the production of rosin and turpentine; investigations in the development of methods of manufacturing insecticides and fungicides; improvement of methods for dehydrating materials used for food; and development of means to prevent farm fires and dust explosions and resulting fires, including fires in grain mills and elevators, cotton gins, cotton-oil mills, etc.

(2) Under "soil investigations" is grouped all the soil work of the bureau, including the classification and mapping of the soils of the United States, studies of the agricultural value of soils, their characteristics in relation to productiveness, their origin and development, and their chemical and mechanical compositions; research in soil microbiology; investigations of the response of soils to fertilizers and other soil amendments; and studies of soil erosion, with a view to determining the principles which should guide in the control and prevention of soil erosion.

(3) Under "fertilizer and fixed-nitrogen investigations" are grouped studies of the fertilizer resources of the country and methods of manufacturing fertilizer materials, including nitrogen and its fixation, phosphates, potash, concentrated fertilizers, organic waste products, and miscellaneous soil amendments.

#### BUREAU OF ENTOMOLOGY

The Bureau of Entomology conducts investigations in economic entomology, involving studies of the life history and habits of insects injurious and those beneficial to agriculture, horticulture, and arboriculture, with a view to developing practical methods for destroying those found to be injurious and promoting the increase and spread of those found to be beneficial. It studies bee culture and beekeeping practices and investigates the life history and control of insects affecting the health of man and domestic animals.

#### BUREAU OF BIOLOGICAL SURVEY

The Bureau of Biological Survey is concerned with the wild life of the country. It conducts operations and disseminates information through five divisions, three of which are engaged chiefly with research, one with control measures, and one with the administration of reservations and laws for the conservation of wild life. The investigations and recommendations made have due regard for the interests of agriculture, horticulture, stock raising, forestry, and recreation, and for the needs of the wild life itself. Studies include biological surveys of major areas, the life histories, geographic distribution, classification, abundance, and food habits and natural feeding grounds of native birds, mammals, and other wild vertebrates, and native plant relationships, as a basis for the educational, control, service, and regulatory work of the bureau. Expert leadership is furnished in cooperation with State and other organizations to limit the destructiveness of injurious species. Investigations are made at wild-life experiment stations and elsewhere for the propagation of valuable species of game birds and of game and fur animals, including domestic rabbits, and of their diseases and parasites; for the improvement of the Alaska reindeer industry; for restocking game coverts; and for developing control methods. Seventy-eight refuges and preserves are maintained in continental United States and outlying territories for wild animals and birds, and several laws are administered for their protection, including, through representation on the Alaska Game Commission, the Alaska game law and the regulations promulgated thereunder by the Secretary of Agriculture.

#### BUREAU OF PUBLIC ROADS

The Bureau of Public Roads handles the engineering work of the Department of Agriculture. This work is divided into two main branches—highway engineering and agricultural engineering.

(1) The highway engineering branch deals with all highway functions of the department contemplated by the regular appropriations, including the conduct of highway research, and also with the work of administering the Federal-aid and forest-road appropriations.

(2) The agricultural engineering branch conducts investigations of farm irrigation and drainage, farm machinery, farm buildings, and other rural engineering problems.

#### BUREAU OF AGRICULTURAL ECONOMICS

The Bureau of Agricultural Economics conducts studies of the economics of production and marketing, agricultural cooperation, farm organization, farm financial relations, farm labor, land economics, and the problems of rural life.

The bureau acquires and disseminates current information regarding the marketing and distribution of farm products, and collects, compiles, summarizes, interprets, and makes public statistical data relating to agricultural production. Studies are made of marketing methods, conditions, and costs, and with regard to the standardization, transportation, handling, financing, and storage of agricultural products. Reports are prepared and published on the outlook for farm products.

Reports are issued which furnish information on the supply, commercial movement, disposition, and market prices of fruits and vegetables, livestock and meats, dairy and poultry products, hay, feed, seeds, and other products. Information is obtained and published also with regard to the supply of and demand for certain agricultural products in foreign countries. A market inspection service is available in many of the principal producing areas and receiving centers on fruits and vegetables, hay, beans, broomcorn, and other products, and a grading service is conducted on dairy and poultry products and on meats.

Regulatory work is performed in connection with the enforcement of the cotton futures act, cotton standards act, grain standards act, standard container act, standard hamper and basket act, and produce agency act, and the administration of the warehouse act. The Center Market in the city of Washington is also operated by this bureau.

#### BUREAU OF HOME ECONOMICS

The Bureau of Home Economics conducts scientific studies of problems connected with the home, including questions of food and nutrition, economics, textiles and clothing, and housing and equipment. It assists the homemaker in the solution of these problems by sending information through bulletins, articles for newspapers and magazines, and radio releases. The bureau employs no field agents, but through the home demonstration agents under the Extension Service and the State colleges it is in close contact with homemakers and professional home economics workers throughout the country.

#### PLANT QUARANTINE AND CONTROL ADMINISTRATION

The Plant Quarantine and Control Administration, which was established as a unit of the department July 1, 1928, brings together the regulatory and control work relating to plants and plant products which has heretofore been conducted by the Federal Horticultural Board, Bureau of Entomology, and Bureau of Plant Industry. The functions of the Federal Horticultural Board are transferred to the administration and the board as previously established has been discontinued. The administration is charged with the enforcement of the following acts of Congress:

- (1) The Federal plant quarantine act of 1912.
- (2) The act providing for the Mexican border inspection and control service.
- (3) The act providing for export certification.
- (4) The insect pest act of 1905.
- (5) The terminal inspection act of 1915 (in cooperation with the Post Office Department).

Under the plant quarantine act the administration is responsible for the promulgation, upon approval of the Secretary of Agriculture, and enforcement of quarantines prohibiting or regulating the entry of foreign plants and plant products, with the object of preventing the entry into this country with such products of new and dangerous plant pests, either insect enemies or plant diseases. The administration under this act is responsible similarly for the establishment and maintenance of quarantine districts within the United States for the purpose of preventing the spread of insect pests or plant diseases which may have gained local foothold, and cooperates with the States in measures looking to the extermination of such pests. With respect to certain of the more important domestic quarantines, the administration is charged with large-scale field operations under special appropriations from Congress, with the object of controlling or preventing spread and, in some instances, effecting the extermination of the pest concerned. This applies to such subjects as the corn borer, Japanese beetle, pink bollworm of cotton, citrus canker, and white pine blister rust.

The act providing for the Mexican border inspection and control service is closely related to the Federal plant quarantine act, but gives additional powers with respect to the control of movement across the Mexican border of railway cars, freight, express, baggage, and other materials, on account of the risk of entry with such cars and materials of the pink bollworm of cotton through the agency of cottonseed.

The act providing for export certification gives authority to inspect and certify exports of plants and plant products to meet the sanitary requirements of foreign countries.

The insect pest act of 1905 prohibits the importation or interstate transportation of insect pests or the use of the United States mails for that purpose.

The terminal inspection act of 1915 is enforced in cooperation with the Post Office Department. This act provides under certain conditions for terminal inspection of plants and plant products transmitted through the mails.

#### GRAIN FUTURES ADMINISTRATION

The Grain Futures Administration is charged with the carrying out of the provisions of the grain futures act of September 21, 1922, which brings under the supervision of the Federal Government all trading in grain futures at grain exchanges designated as contract markets by the Secretary of Agriculture. The work consists of compiling daily reports of transactions in grain futures from all markets, in checking the dissemination of false and misleading information which affects or tends to affect the prices of grain, and in making general observations of the entire grain marketing machinery, with a view to prevent abnormal fluctuation of prices and to create market conditions which will reflect supply and demand. The results of investigations concerning the operations of contract markets are published from time to time for the information of Congress and the general public. In cooperation with other Government agencies, the administration also makes investigations of grain and grain products and by-products, including supply and demand, cost to the consumer, and handling and transportation charges.

#### FOOD, DRUG, AND INSECTICIDE ADMINISTRATION

The Food, Drug, and Insecticide Administration enforces the food and drug act, tea act, naval stores act, insecticide act, import milk act, and caustic poison act.

This administration inspects and analyzes samples of the various products coming under its surveillance, both at its field stations and in its laboratories at Washington, to the end that it may detect and cause to be removed from the channels of trade all those that fail to comply with the terms of the acts which it enforces. It assists manufacturers to keep their products in compliance with these acts and institutes legal action against those who violate the law. Its primary function is to protect the consuming public against misbranded or adulterated foods, drugs, naval stores, insecticides, and fungicides, and honest manufacturers against enforced competition with such goods.